

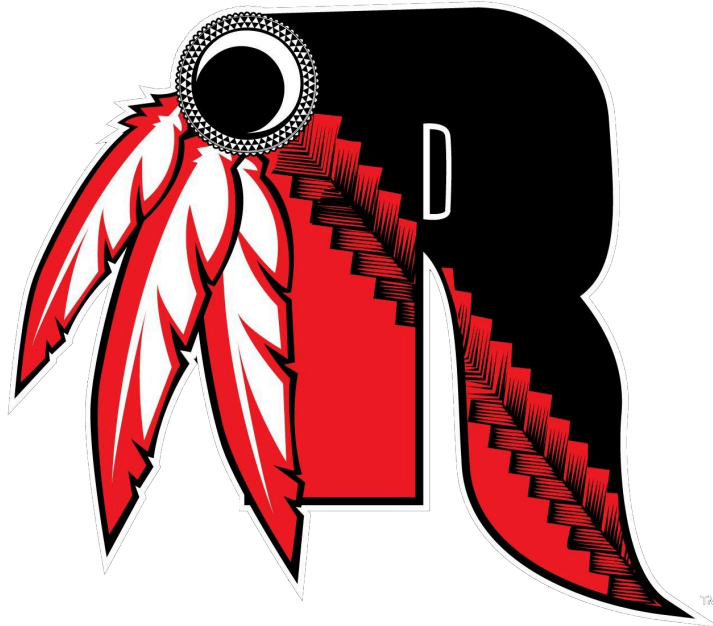


**RAHWAY PUBLIC SCHOOLS**

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**STUDENT HANDBOOK  
2024-2025**

**RAHWAY HIGH SCHOOL**



Rahway High School

Student Handbook

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## **Vision Statement**

**Rahway Public Schools: A community built on diversity,  
learning, and leadership**

**#RahwayRocks**

**#RahwayRenaissance**

## **Mission Statement**

With diversity, equity, and inclusion as our strengths, the Rahway Public School community shall implement culturally sustaining, student-centered programs to address the unique needs of all students. Students are empowered to take ownership of their learning and become successful global citizens who are inspired to achieve their highest potential.

## **SECTION I: District Vision, Mission, and Goals**

### **District Strategic Goals**

#### **Rigorous, Culturally Sustaining, Student-Centered Academic Programs**

During the 2024-2025 SY, all stakeholders will target student achievement as evidenced by an increase in proficiency of 5-10% in ELA and Math as measured by district and state assessments. The district will focus on the following:

- Implement a new ELA and Math curriculum in grades K-12, aligned to the newly adopted state standards.
- Implement a new Math program in grades K-8 aligned with the newly adopted state standards.
- Focus on unpacking standards, crafting 3-part lesson objectives, and alignment to district and state assessments.
- Launch of AP Institute and an increase in targeted tutoring programs.
- Provide support to staff and students through the gradual release model, coaching cycles, colleague observations, and instructional rounds.

#### **Safety and Wellness for Staff and Students**

During the 2024-2025 SY, the district will focus on the safety and wellness of staff and students through the implementation of the following:

- Implement climate and culture committees in each school.
- Monitor chronic absenteeism, remove barriers, and develop solutions to support students.
- Promote and celebrate cultural diversity, individuality, and social-emotional growth.
- Train staff in restorative practices and mental health strategies.
- Upgrade and install safety and security cameras, guest management systems, and safety protocols districtwide.
- A continued focus on referendum and capital project upgrades.

#### **Recruitment and Retention of Highly-Qualified, Diverse Staff**

During the 2024-2025 SY, the district will implement systems and structures related to hiring practices and focus on the following:

- Recruitment of highly qualified, diverse staff through CJ Pride, Job Fairs, Leadline, and Applitrack.
- Support new staff through our teacher academy and mentoring program.
- Provide mandated training for all certificated and non-certificated staff.
- Schedule coaching sessions and one-to-one targeted support for tenured and non-tenured staff.
- Provide and promote professional development for all staff within and outside the district.

## **A System of Dynamic Learning Opportunities for All Staff**

During the 2024-2025 SY, all staff will participate in professional development focused on the following:

- Math and ELA curriculum and programming.
- Sheltered Instruction for our ELLs.
- Using Data to plan and drive instruction to increase student engagement.
- Restorative practices and social-emotional learning.
- Differentiated and Innovative practices to support our special education and general education students.

The district will continue to support new and aspiring administrators through the Rahway Leadership Institute. Sessions will focus on the following areas: instructional leadership, culturally responsive pedagogy, the art of building relationships and coaching, climate and culture, organizational management, and innovative practices.

## **Community Relationships through Effective Communication**

During the 2024-2025 SY, the district will build community partnerships and increase innovative communication through the following:

- Launch of new student information system: Genesis.
- Implementation of the new district website and school logo branding.
- Increase communication via text messaging, social media, newsletters, and TapInto Rahway.
- Verizon Innovative Learning Partnership.
- Increase in parent forums, PTA/PTO, and community-led events

## **SECTION II: Calendar and Bell Schedules**

### **Rahway Public Schools District Calendar**

#### **Rahway Public Schools Calendar 2024-2025**

## **DAILY BELL SCHEDULE**

<b>RHS Daily Schedule 7:12 AM – 3:23 PM</b>	<b>RHS Shortened Day Schedule 7:28 AM – 1:02 PM</b>	<b>RHS Delayed Opening Schedule 10:05 AM- 3:07 PM</b>
<b>Period 1</b> 7:12-7:57	<b>Period 1</b> 7:28-7:57	<b>No Period 1 Class Due to Delay</b>
<b>Homeroom</b> 8:00-8:10	<b>Homeroom</b> 8:00-8:10	<b>Homeroom</b> 10:05-10:14
<b>Period 2</b> 8:13-8:58	<b>Period 2</b> 8:13-8:42	<b>Period 2</b> 10:17-10:46
<b>Period 3</b> 9:01-9:46	<b>Period 3</b> 8:45-9:14	<b>Period 3</b> 10:49-11:18
<b>Period 4</b> 9:49-10:34	<b>Period 4</b> 9:17-9:46	<b>Period 4</b> 11:21-11:50
<b>Period 5 (Lunch)</b> 10:37-11:22	<b>Period 5 (Lunch)</b> 9:49-10:19	<b>Period 5 (Lunch)</b> 11:53-12:24
<b>Period 6 (Lunch)</b> 11:25-12:10	<b>Period 6 (Lunch)</b> 10:22-10:52	<b>Period 6 (Lunch)</b> 12:27-12:57
<b>Period 7 (Lunch)</b> 12:13-12:58	<b>Period 7 (Lunch)</b> 10:55-11:25	<b>Period 7 (Lunch)</b> 1:00- 1:30
<b>Period 8 (Lunch)</b> 1:01-1:46	<b>Period 8 (Lunch)</b> 11:28-11:58	<b>Period 8 (Lunch)</b> 1:33- 2:03
<b>Period 9</b> 1:49-2:35	<b>Period 9</b> 12:01-12:30	<b>Period 9</b> 2:06- 2:35
<b>Period 10</b> 2:38-3:23	<b>Period 10</b> 12:33-1:02	<b>Period 10</b> 2:38- 3:07

### **SCHOOL CLOSING/DELAYED OPENINGS**

During the school year, it may become necessary to close school or delay the opening of school due to inclement weather or other emergency situations. Parents and staff members will receive announcements from the Global Connect automated telephone system with regard to emergency school closings resulting from stormy or inclement weather or any other emergency. Home telephone numbers are obtained from our student management system. It is important to keep your telephone number up to date with your child's school; otherwise, you will not receive a call. In the event of a severe inclement weather, information about school closings or delayed openings can also be obtained as follows:

- High School – Dial 732-396-1090 and press “1”
- District Website - <http://www.rahway.net>
- School Messenger

### **DELAYED OPENING TRANSPORTATION SCHEDULE**

On delayed opening days, the morning pickup schedule will be two (2) hours later than the usual pickup time. All other bus schedules will remain unchanged.

**Rahway Public Schools**  
**Progress Reports, Marking Periods, and Report Cards**  
**Calendar**  
**2024-2025**

**FIRST MARKING PERIOD:** September 4 - November 1, 2024

Marking Period 1 closes: November 1, 2024

Report Cards available: November 18, 2024

**SECOND MARKING PERIOD:** November 4 - January 31, 2025

Marking Period 2 closes: January 31, 2025

Report Cards available: February 14, 2024

**THIRD MARKING PERIOD:** February 3 - April 11, 2025

Marking Period 3 closes: April 11, 2025

Report Cards available: May 2, 2025

**FOURTH MARKING PERIOD:** April 14 - June 18, 2025

Marking Period 4 closes: June 13, 2025

Report Cards available: June 25, 2025

**FINAL EXAMS:** June 12,13,16,17,18

Note: June 12, 13 Early Dismissal (HS Only); June 16, 17, 18 Early Dismissal (Entire District)

**GRADUATION DATE:** June 18, 2025

All student progress reports and report cards are mailed electronically. Teacher's comments are visible as soon as they are entered into the portal. It is important that parents inform the Guidance office of any change to an email address.

\*NOTE: At their discretion, building principals may require grades to be completed sooner for some grade levels or subject areas for MP4 and Final Exams.

## **SECTION III: District Policies and School Protocol**

### **REPORTING TIMES**

- Students are expected to report to school daily by 7:50 am
- Students are expected to be seated in their period one class by 8:00 am
- Arrival to school after 8:22am will be marked as Tardy

### **ATTENDANCE, ABSENCES, AND EXCUSES**

The attendance of each enrolled student in a school register must be recorded as either present, absent, or excused for religious observance by a teacher or other authorized person each day that school is in session. If a central or computerized register is used, each classroom teacher must keep a separate record of attendance.

Each student's attendance shall be monitored so that a student is not absent for 10 consecutive days or more without an investigation of the reason. Schools will make a good faith effort to contact the parent/ guardian to learn the reason for each absence of every student.

Students in grades K-12 must complete four (4) hours of school to be considered present for the full day and eligible for extracurricular activities on a given day.

Students are required to make up all work missed due to their absence.

If a student is absent, the parent/guardian is responsible for notifying and informing the school as to the reason for the absence on the morning of the absence.

Family vacations taken during the school year are not excused absences and are strongly discouraged when school is in session

### **PROCEDURE TO REPORT AN ABSENCE (GRADES 9-12)**

Parent/Guardian must report the absence by 10:00 am by calling 732-396-1080..

Upon return to school, the student shall report to the Attendance Office with the Attendance Form Completed. [W Student Absence Form - 8.13.24.docx](#)

If a student is absent for more than three days a medical note is required. parent/guardian.

When a student arrives late to school, is sent home, or leaves school early for any reason, absences from class or classes missed will be included in the total number of absences.

Students absent more than the allotted days will not earn credit for the class or classes from which they are absent.

## **MAXIMUM ABSENCE ALLOTMENT**

A. Students will be allowed a maximum of eighteen (18) days for a full-year course, thirteen (13) for a three-quarter-year course, nine (9) for a half-year course, and five (5) for a quarter-year course.

B. The maximum allotment for students entering school after the first marking period will be appropriately prorated.

C. Absence from class due to participation in a school-sponsored, approved, or mandated activity (such as field trips, athletic, or academic competitions) will not be included in the maximum total of absences.

D. Suspension does not count toward the maximum total of absence

## **WITHHOLDING OF CREDIT**

There remains an expectation that to successfully complete a full-year course, a student must be present for more than 90% or 162 days of the school year. Therefore, credit will be withheld for those students who attend less than this number at the secondary level. The number of days will be prorated (see above). All days (with the exception of religious excuses) will be counted toward the total number of absences.

## **TARDINESS TO SCHOOL OR CLASS AND CUTTING**

Students who are late to school must sign in at the attendance office. Students who do not follow the sign-in procedure will receive consequences. More than 18 absences for the school day will result in loss of credit for the school year in all classes unless an attendance appeal is timely filed and granted by the high school administration.

Failing to report or arriving twenty (20) or more minutes late to a class, unexcused, will result in a cut from that class. These cuts will be included in the total number of allowed absences.

A loss of credit will be imposed on the following:

- 5<sup>th</sup> cut in a full-year class
- 4<sup>th</sup> cut in a  $\frac{3}{4}$  year class
- 3<sup>rd</sup> cut in a  $\frac{1}{2}$  year class
- 2<sup>nd</sup> cut in a  $\frac{1}{4}$  year class

A. Students are expected to be in class on time, including homeroom.

B. Students are to be admitted to class when they are late. For every five (5) unexcused lateness to class, the student will receive an absence from that class.

C. Twenty (20) minutes late to class, unexcused, will be treated as a cut from that class. Failing to report, arriving twenty (20) or more minutes late to a class unexcused, or leaving class and failing to return will result in a cut from that class. Cuts will be charged against the maximum number of allowed absences.

D. Students will be ineligible for course credit after five (5) cuts for a full-year course, four (4) for a three-quarter-year course, three (3) for a half-year course, and two (2) for a quarter-year course.

E. Consequences for Lateness to school or class:

- After five (5) unexcused lates, an administrative detention will be assigned.
- After ten (10) unexcused lates, the student will be assigned a Saturday Detention.
- After fifteen (15) unexcused lates, the student will be assigned administrative detention.
- On the 20<sup>th</sup> and subsequent late to school, the student will be assigned one Saturday detention, and the cycle repeats every five (5) tardies.

### **ATTENDANCE RECORDS AND NOTIFICATION**

Absence from school shall be reported by the homeroom teacher to the student and his/her parents/guardians quarterly on the report card. Such school absence and/or tardiness will also be recorded on the pupil's permanent record. Parents/guardians will receive periodic and timely notification of their child's absences and tardies from the attendance office. The student's guidance counselor will confer with a student in jeopardy of no credit status. The parents/guardians of a pupil who loses credit for a course due to excessive absenteeism will receive a final notice by mail from the Attendance Office.

Students exceeding the allotted days who have evidence of extenuating circumstances may petition the Attendance Appeal Committee for a review of such evidence.

Excess absences from and/or tardiness to individual classes shall be noted by that subject teacher on a warning letter, the progress report, and the report card using the appropriate comment number. The teacher shall notify the counselor whenever attendance is a problem. At that time, the counselor will notify the pupil and parent/guardian, and a conference will be completed. If needed, the Vice Principal for Attendance should participate in this conference.

### **TRUANCY**

Truancy occurs when a student is absent from school without good cause or notification to the Attendance Office. All days truant will be charged as absences. It is the parent's responsibility to call in his/her child's absence.

### **HALL PASSES**

It is a privilege to be issued a hall pass, and students must not abuse this privilege. All students are required to have a hall pass when classes are in session. At the discretion of the administration, students may be restricted from having passes issued where the situation warrants.

## **ATTENDING OTHER CLASSES**

Students will not be excused from attending any other class in the building in which they are not assigned. Permission to attend another class (i.e., make-up work, independent study under the direction of a teacher) will only be allowed by the principal or vice principal. Cuts will be issued for any class not attended.

## **FIELD TRIPS**

It is the responsibility of the student to have both one's teachers and one's parents sign the permission slip as part of the field trip process. If a student misses class due to a field trip or sports activity, the student is responsible for obtaining the assignments missed on the given day and turning in assignments upon return to class.

## **APPEAL PROCESS**

The Board of Education and the Administration are aware that unforeseen factors may create hardships relating to this attendance policy. Any parent/guardian may appeal a decision affecting his/her son/daughter by appealing to the Attendance Appeal Committee. This committee is established by the principal at the beginning of each school year and shall consist of the vice principal in charge of attendance, a guidance counselor, the school nurse, and two or three teachers. A member of the Child Study Team will be included for pupils eligible for special education. This committee shall meet as needed to review those requests forwarded by the principal or vice principal.

**A.** Parents, guardians, or adult students must submit a written request for consideration of the no credit status to be submitted by the parent to the Vice-Principal for Attendance within five days of receipt of the letter from the school or date of report card distribution (whichever occurs earlier). Upon such request, the pupil will continue his/her work in class or classes, pending the outcome of the appeal. *Appeals submitted after May 15 of the school year will be considered at the sole discretion of the principal in consultation with the Superintendent of Schools.*

**B.** A response concerning the attendance appeal will be issued within thirty days of receipt of the written appeal and all supporting evidence. Such responses may allow for a period of academic credit probation of sufficient length to evaluate changes in the student's progress, academic standing, and implementation of recommendations prior to issuing a final decision to approve or disapprove the appeal. The principal is assigned the discretion to approve outcomes that establish partial credit or other opportunities for credit acquisition as may be appropriate on a case-by-case basis.

**C.** The following represent foreseeable reasons for requesting an appeal. Documentation must be presented at the time of the appeal:

- Medical excuse (accompanied by a doctor's note)
- Death in the family
- Court or other judicial proceedings
- Religious reasons (as noted by N.J.S.A. 18A:36-16)
- Special circumstances on a case-by-case basis

***Students who lose credit due to class cutting will not be allowed to appeal the loss of credit.***

### **CAFETERIA / LUNCH PERIODS**

Students are expected to arrive at the cafeteria promptly and behave maturely. *All refuse must be placed in the trash containers. Tables must be left neat and clean. No food or drink is to leave the cafeteria unless the student is attending a science lab (that will be identified on the student's ID and/or departmental pass).*

A cold lunch (e.g., a sandwich) will be provided in the event that a student is without lunch on a limited basis of five replacement/charges per year. However, each lunch must be paid back the next day. Unpaid lunches will result in fine cards. Fees must be paid by the close of the current school year.

Please Note: You must complete an application **every year** to be eligible or continue to receive Free/Reduced Price School Meal Benefits.

### **ASSEMBLIES/GUEST SPEAKER PROCEDURES AND ETIQUETTE**

Guest speakers are experts in the material they are presenting to you. They deserve your respect and attention for taking time out of their schedule to share their experiences with you.

- Students should remove their hats and hoods upon entering the auditorium.
- Students should fill out the available space in the auditorium. Move to the front first and fill rows across before sitting in an empty row.
- Students should refrain from talking while the speaker is presenting.
- Students should not use their phones during the presentation.
- Students should be present during the presentation and mentally prepared for the opportunity to ask questions at the conclusion of the presentation.

Your behavior during presentations reflects on your school and your community. Taking pride in your school and city will leave the speaker with a positive impression of our community and may lead to greater opportunities for you in the future.

### **School Telephone**

Students' use of the office telephone is limited to emergencies only. They are not permitted to call a parent for a homework assignment.

### **USE OF PARKING LOT / STUDENTS DRIVING TO SCHOOL**

Student parking tags will be issued to *seniors*. All student automobiles must be registered in the office of the Grade 12 Vice Principal. School lots are under the jurisdiction of the Rahway Police Department. The RHS parking tag must be displayed on the rearview mirror of the registered vehicle. A parking tag will be issued for the duration of each semester via a lottery system. A student may enter the parking lottery for only one semester. Parking spaces are available on a first-come, first-served basis. Students must park in the area designated for them. Do not drive fast or recklessly. There are times that one may be issued a violation notice to indicate improper parking. Violators will be issued Saturday Detention or out-of-school suspension.

Additionally, a violator may have his/her parking privilege suspended or revoked or may have his/her car towed. All costs will be borne by the owner. *A student may not leave the school building to go to his/her car during the school day.*

## **SECTION IV: Code of Conduct**

### **Introduction**

#### **Rahway Public Schools: A Commitment to Safety and Learning**

At Rahway Public Schools, we prioritize creating a safe, inclusive, and supportive learning environment for all students. Our Code of Conduct is designed to foster positive behavior and ensure our schools are safe, welcoming spaces conducive to learning.

#### **Key Expectations:**

- **Safety and Respect:** As a Rahway Public School Community, fostering an environment of mutual respect is vital to creating a safe and welcoming learning environment. All students, staff, and parents must adhere to our safety guidelines and treat others respectfully.
- **Positive Behavior:** We encourage students to exhibit positive behavior on school grounds, buses, and school-sponsored events.
- **Attendance:** Regular attendance is essential for academic success. Staff members will work with students and families to address attendance issues and potential obstacles and provide support when needed.
- **Discipline and Interventions:**
- **Fair and Consistent Discipline:** Our discipline policies are designed to be fair, consistent, and focused on identifying root causes and correcting negative behavior. Protocols and processes seek to mitigate the negative impact on student learning while supporting lasting positive change.
- **Interventions:** We prioritize interventions and support services to help students develop positive behaviors and succeed academically.
- **Exclusion:** In rare cases of serious misconduct that threatens the safety or well-being of others, exclusion may be necessary.

#### **Community Involvement:**

**Shared Responsibility:** Creating a safe and supportive school environment is a shared responsibility of all stakeholders in the school community. We encourage collaboration between students, staff, parents, and the community to promote a positive school culture and strengthen our bond as a community.

- **Effective Practices:** Effective schools have established routines and practices that reinforce appropriate behavior and create a positive and safe learning atmosphere.

**Working together, we ensure that Rahway Public Schools provides all students with a safe, nurturing, and academically enriching environment.**

## **Section A - Code of Conduct - STUDENT RIGHTS AND CONFIDENTIALITY**

- **Education for All:** All children aged 5 to 21 are entitled to a free and comprehensive education that prepares them for a successful future.
- **Equal Access:** Regardless of marital status, pregnant students, students with pregnancy-related disabilities, and parents have the right to attend school without discrimination.
- **Confidentiality:** Confidential communications between students and school personnel will be protected, except when there is a clear and immediate threat to the student's or others' health, welfare, or safety. Information may be shared with appropriate authorities, including parents, in such cases.

## **Section B - Code of Conduct – ADMINISTRATOR RESPONSIBILITIES: SAFETY AND DISCIPLINE**

- The principal is crucial in ensuring a safe and conducive learning environment. Their responsibilities include:
- **Safety Plan:** Developing and implementing a comprehensive school safety plan.
- **Rules and Procedures:** Making school rules and procedures accessible to all students, staff, and parents.
- **Monitoring:** Regularly monitoring classrooms and school grounds to ensure safety and practical instruction.
- **Discipline:** Addressing severe cases of student misconduct and implementing appropriate disciplinary measures.
- **Due Process:** Ensuring students and parents have due process rights before suspensions or expulsions.
- **Support Services:** Providing resources to address academic and behavioral difficulties.
- **Reporting:** Submitting an annual report to the Office of Pupil Services detailing intervention strategies and corrective measures.
- **Communication:** Maintaining open and effective communication with parents.
- **Student Property and Searches:**
- **School Property:** School property, including lockers and desks, remains the district's property. Students may use this property with the understanding that their privileges may be revoked.
- **Searches:** School officials may search student property, including lockers and desks, with reasonable suspicion of prohibited items. District policies and applicable laws must be used to conduct searches.
- **Student Searches:** Student searches may be conducted under specific circumstances and by district policies.
- **Visitor Policy:**
- **Registration:** All visitors must register with the school office and state the purpose of their visit.
- **Approval:** The principal can approve, disapprove, or reschedule visits.
- **Identification:** All visitors must identify themselves when requested.

- **Prohibited Conduct:** Individuals who threaten the safety or well-being of students or staff will be barred from school property.

### **Section C - Code of Conduct: STAFF EXPECTATIONS: APPLYING CODE OF STUDENT CODE OF CONDUCT AND SUPPORTING STUDENT LEARNING**

All school staff members understand and consistently enforce the Code of Student Conduct and school rules. When implementing these rules, staff must respect the rights of students and parents. Progressive discipline should involve students, parents, and support staff.

- **Staff Responsibilities:**
- **Professional Conduct:** Dress professionally and appropriately.
- **Respect:** Treat all students with respect and as individuals.
- **Sensitivity:** Refrain from racially or culturally insensitive remarks and obscene or indecent language.
- **Communication:** Provide positive and constructive feedback to parents.
- **Timely Responses:** Respond to parent communication promptly and appropriately.
- **Positive Learning Environment:** Create and maintain conducive learning environments in classrooms and throughout the school.
- **Protocol/ Procedure/ Expectations Review:** Regularly review norms and expectations.
- **Reporting:** Notify parents and administrators of severe or persistent student misbehavior.
- **Positive Attitudes:** Encourage positive attitudes toward learning and respect for school personnel and other students.
- **Resource Awareness:** Familiarize themselves with available resources for students.
- **Extracurricular Involvement:** Promote participation in extracurricular activities.
- **Subject Matter Expertise:** Maintain knowledge of their subject matter and deliver instruction effectively.

### **Section D - Code of Conduct: FAMILY AND CAREGIVER RESPONSIBILITIES**

- Families and caregivers play a vital role in supporting their children's education and development. Here are some key responsibilities:
- **School Attendance:** Ensure regular and punctual school attendance unless legally excused.
- **Motivation:** Motivate students to strive for excellence.
- **Student Handbook and Code of Conduct:** Review the student handbook and conduct code with their children.
- **Proper Preparation:** Send children to school clean, well-groomed, and dressed according to the district's dress code.
- **Communication:** Inform the school of any changes in family circumstances that may affect student conduct or performance, including illness, hardships, or changes in legal custody. Initiate conferences with school personnel when questions or concerns arise.

- **Positive Attitudes:** Encourage positive attitudes and respect toward learning, school staff, other students, and other people's property.
- **Values and Character:** Teach children honesty, respect for the law, and the property of others.
- **Resource Awareness:** Familiarize themselves with available student resources through the school and community partners.
- **Collaboration:** Work cooperatively with school personnel to address student concerns.
- **Extracurricular Involvement:** Encourage participation in extracurricular activities.
- **Parent-Teacher Conferences:** Attend conferences about their child's academic performance or behavior.
- By actively participating in their child's education and working collaboratively with the school, families, and caregivers can significantly contribute to their child's success. If a family faces obstacles to supporting their child, contact school staff for support and resources.

### **Section E - Code of Conduct: STUDENT RESPONSIBILITIES**

In American society, rights are accompanied by responsibilities. As students, you have the responsibility to:

- **Attend School:** Attend school regularly and participate actively in class. Complete missed work when absent.
- **Positive School Environment:** Contribute to a positive and supportive learning environment.
- **Respect for Others:** Respect the rights of teachers, students, administrators, and all others involved in the educational process.
- **Express Yourself:** Express ideas and opinions respectfully.
- **Follow the rules:** Adhere to all school rules and regulations.
- **Appropriate Appearance:** Dress and groom by dress code policy.
- **Safe School:** Assist school staff in maintaining a safe school environment.
- **Proper Use of Facilities:** Use public facilities and equipment responsibly.
- **Academic Pursuit:** Complete prescribed courses of study successfully.
- **Appropriate Language:** Refrain from using inappropriate or offensive language.
- **Respectful Communication:** Be mindful of others' feelings and opinions and allow them to express their views.
- **Inclusive Language:** Avoid remarks that may offend others based on race, ethnicity, sex, or membership in a protected group.

### **Section F - Code Of Conduct – DEFINITIONS AND POLICIES**

To read the entire school district policy, visit [www.rahway.net](http://www.rahway.net) and access policies under Board Education Policies.

#### **Purpose of the Rahway Board of Education Code of Conduct**

The Rahway Board of Education Code of Conduct aims to create a safe, inclusive, and drug-free learning environment where all students can excel academically, become engaged community members, and thrive in a global society. The following definitions,

policies, and consequences are included to ensure the code is understood and enforced effectively.

### **ABSENCE FROM SCHOOL – BOE Policy 5240**

Non-attendance in regular classes and assigned locations for less than four (4) hours (excluding lunch) will be considered an absence from school. For shortened days, students must attend for the entire time to be considered present. Absence from school is either excused or unexcused.

### **ADMINISTRATOR**

When used in these procedures, the term "administrator" shall refer to the principal, assistant principal, administrative practitioner, responsible teacher, or any other person to whom the principal may legally delegate his/her authority.

### **ALLEGATIONS**

Statements made against another person.

### **ASSAULT OF A SCHOOL EMPLOYEE**

Intentionally causing or attempting to cause physical injury to any school employee is prohibited.

### **ATTENDANCE – BOE Policy 5200**

Being present for all classes according to the approved instructional schedule.

### **BUS CONDUCT**

School rules and regulations apply to all students riding school buses to and from school or related activities. Please refer to the detailed Student Transportation guidelines.

### **CHEATING**

Cheating uses inappropriate and unacknowledged materials, information, or study aids in any academic exercise. Using books, notes, certain informational websites, calculators, and conversation with others is restricted or forbidden in specific academic exercises. Their use in these cases constitutes cheating.

### **COUNSELING**

When used in these procedures, a counselor, Administrator, or Designee who works with a child to provide interventions, guidance, and support to promote future decision-making regarding dress code-appropriate behavior within the school community is called a "designee."

### **CUTTING CLASS**

Unexcused or unexplained absence from school, class(es), or assigned location.

### **CYBER-BULLYING**

Any willful and reoccurring or repeated harm inflicted through electronic devices. The Rahway School District explicitly forbids harassment by computer 'cyber-bullying' on school grounds. Any off-campus cyberbullying activity that can hurt the safety and

well-being of a student while on school grounds will have the same consequences as those occurring on school grounds. Such activities are but not limited to:

- Threatening emails
- Communication of obscene, vulgar, profane, lewd or indecent language
- Threat of illegal or immoral acts
- 'Borrowing' someone's screen name/ sending hurtful messages under a false name
- Forwarding of private messages, pictures, or videos to others

### **DESIGNEE**

When used in this document, the term "designee" shall refer to any administrator designated to act on behalf of the Superintendent in student discipline matters.

### **DISORDERLY CONDUCT- BOE Policy**

Any act or behavior that disrupts the orderly conduct of the school function or learning environment or threatens the health, safety, and/or welfare of students, staff, or others is prohibited.

### **DRESS CODE - BOE Policy 5511**

The Board of Education believes that good grooming and appropriate dress enhance the educational environment, help promote good conduct in the school, and contribute to the purposeful tone of the learning environment. Therefore, keeping in mind that styles change with the times, all attire must be safe, neat, and clean and must comply with the school dress code outlined in Regulation 5511.

Students may not wear clothing or engage in grooming practices that:

- Present a health or safety hazard to the individual student or to others
- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

### **DUE PROCESS**

Students will be treated fairly and given the right to be heard by the established rules and processes for imposing disciplinary consequences.

### **ELECTRONIC DEVICES - BOE Policy 5516**

We realize that technology is essential in this modern age. Students may have mobile devices, including cell phones, smartphones, and personal digital assistants (PDAs), but they must adhere to individual school regulations. In cases where school rules are not observed, the code of conduct will apply.

## **Section A - COMPUTERS/ ACCEPTABLE INTERNET USE**

A signed parent /guardian and student Acceptable Use Form is required for the student's use of the Internet. Students will be required to sign a form indicating they have read and agree to the District's Rules for Acceptable Use. Students who do not make responsible decisions about the use of technology may receive consequences. Acts or incidents may include, but are not limited to, personal (non-academic) use; insensitive, threatening, abusive, or harassing messages; and/or obscene, pornographic, or offensive materials of any kind. Violators may result in loss of Internet access and/or other computer use. Other disciplinary actions may be determined consistent with existing practices concerning student behavior. Where applicable, law enforcement agencies shall be involved.

## **Section B - CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES**

### **Cell Phones:**

Students are not permitted to use cell phones during class unless given permission by the instructor. Use of cell phones in study hall is limited to non-disruptive use as determined by the study hall teacher. Cell phones may be used during a student's lunch in the designated eating areas. Under no circumstances should a student use a cell phone or other device to take pictures or video of another student or staff member. Cell phones may be collected by the teacher during classroom assessments and will be collected during midterm exams, final exams, and all standardized testing.

### **iPods and iPads:**

Students are not permitted to use these devices during class unless given permission by the instructor. Students are permitted to use these electronic devices during their study hall period and lunch period. Students' use of these devices during passing times should not interfere with their ability to hear.

### **Chromebooks:**

All students are expected to follow the policies and procedures outlined in the Student Chromebook Use Policy. Students are expected to bring the Chromebook to school every day, fully charged. During instructional activities, the device is to be focused solely on the activity at hand. Only school-related e-communication is allowed.

The recommended penalties are meant to provide students with only a guide as to the disciplinary action that may be imposed for a particular infraction of the school's rules and regulations. The Rahway Board of Education reserves the right to impose a higher level of disciplinary action when, at the board's discretion, the facts or circumstances demonstrate that a greater penalty is warranted.

## **FIGHTING**

Initiating or responding to physical confrontation is prohibited. Since play fighting has caused many confrontations, it will be treated according to the district's discipline policy. Legal charges may be filed as a result of such an action.

## **FIRE ALARMS - BOE Policy 5560**

Tampering with the district's fire alarms is illegal and is prohibited.

## **FOOD FIGHTING**

Inappropriate handling of food is prohibited anywhere on school grounds.

## **FORGERY**

An alteration to any type of school material, e.g., passes, notes, grades, etc., is strictly prohibited.

## **GAMBLING**

Wagering of money or something of material value with the primary intent of winning additional money or material goods. Any form of gambling is strictly prohibited.

## **HARASSMENT, INTIMIDATION AND BULLYING (HIB) - BOE Policy 5152**

Incidents or acts of harassment, intimidation, or bullying (as well as bystander activities) are prohibited at Rahway High School. Students seeking assistance involving a matter of harassment, intimidation, or bullying should report it to any one of the following professional staff members: principal, vice principal, guidance counselor, nurse or teacher.

The Rahway Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation, or bullying.

The board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board prohibits acts of harassment, intimidation, or bullying against any student. School responses to harassment, intimidation, and bullying shall be aligned with the board-approved code of conduct, which establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school-sponsored functions.

In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation, and bullying that are committed off school grounds in cases where a school employee is made aware of such actions.

"Harassment, intimidation, or bullying" is defined as any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any

school-sponsored function, on a school bus, or off school grounds, in accordance with the law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that:

**A.** A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student, damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his or her person or damage to his or her property; or

**B.** Has the effect of insulting or demeaning any student or group of students or

**C.** Creates a hostile educational environment for the student by interfering with his or her education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means communication that is transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The board prohibits reprisal retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation, or bullying by any student, school employee, board member, contracted service provider, visitor, or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity, and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation, reprisal, or false accusation against any person who reports an act of harassment, intimidation, or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer, or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including short- and long-term suspension or expulsion, as permitted by law.

**INTENT**

When used in this document, the term "intent" shall mean that the student purposefully engaged in the conduct, causing the violation or contributing to the circumstances that resulted in the breach of a rule of student conduct.

**INTERVENTION**

An approach or strategy that is intended to effectively address the behavioral needs of a group of students, students identified needing targeted classroom strategies for students who require intensive and individualized behavioral supports (may include but are not limited to mediation, counseling, meetings, etc.).

**PLAGIARISM - BOE Policy 5710**

The representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and adequately cited in the text or a footnote. Acknowledgment is required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one's own words.

**PROFANITY/INAPPROPRIATE LANGUAGE**

The use of obscene language, gesturing, racial slurs, profanity, and suggestive comments, either written or verbal, is prohibited anywhere on school grounds.

**SELLING OR DISTRIBUTING ALCOHOL OR OTHER DRUGS**

Selling or distributing drugs or alcohol on school grounds is strictly prohibited. Any student found responsible for or involved in such an act will be subjected to a short-term suspension and referred to the Superintendent for further disciplinary action. The Parent/guardian and police will be contacted. A complaint will be signed, and home instruction will commence on the 5<sup>th</sup> day of the suspension.

**SEXUAL HARASSMENT POLICY - BOE Policy 5751**

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity.

The Board of Education explicitly forbids any conduct or expression that may be construed as sexual harassment of a pupil by a district employee or by another pupil.

The sexual harassment of pupils includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contact of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendos and shall encourage pupils to report any incident of sexual harassment to the school's Affirmative Action Officer, their grade-level administrator, teacher, or school principal, or designee.

### **SMOKING - BOE Policy 5533**

Smoking is not permitted in school buildings, on school grounds, or school buses, and carrying tobacco products is prohibited while attending school functions.

### **SPECIAL EDUCATION STUDENT**

A student deemed eligible for special education and related services under N.J.A.C. 6A:14 or otherwise protected by the due process requirements for that chapter.

### **STUDENT**

When used in this document, the term "student" shall refer to any person enrolled in the district's programs, whether in comprehensive preschool, elementary, middle, or high school.

### **SUBSTANCE ABUSE - BOE Policy 5530**

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, while attending a school-related function on or off campus, and when coming to and going from school.

### **TRUANCY - BOE Policy 5200**

It is prohibited to be on school grounds without signing in or away from school or class without authorization, resulting in unexcused absences.

### **USE OF LOCKERS**

Each student attending the Rahway Public Schools shall have the privilege of using a locker for personal belongings. The locker is designed for the use of one student only. Combinations and/or the use of keys should be kept private and not shared with other students. It is expected that lockers are to be kept clean and free of debris. The administration reserves the right to inspect all student lockers at any time. Lockers are the property of the Board of Education and as such, there is no expectation of privacy created when a student is issued a locker at RHS. Lockers and locker combinations are not to be shared. It is the student's responsibility to secure personal and school-issued possessions in one's locked

### **VANDALISM - BOE Policy 5513**

Damaging or defacing school property or any individual's property is strictly prohibited. The student or parent will be required to compensate for damages.

### **WEAPONS AND DANGEROUS INSTRUMENTS - as defined under NJSA 2C:39-1 and NJSA 2C:39-1f**

#### **Prohibited Weapons and Firearms**

Students are strictly prohibited from possessing, handling, or transmitting any weapon or firearm on school property, at school-sponsored activities, or while traveling to or from school events.

The term "weapon" includes, but is not limited to, knives, cutting instruments, tools, explosives, mace, firearms, shotguns, rifles, and any item capable of causing harm.

"Firearm" includes any weapon designed to expel a projectile using an explosive, such as BB and air guns. This also consists of the frame or receiver of any firearm, as well as mufflers or silencers.

This rule does not apply to students using weapons as part of an approved school program.

### **Section C - Code of Conduct: DUE PROCESS/SUSPENSION PROCEDURES**

The Building Administration and/or designees will investigate and consider all infractions. All reported violations will result in an investigation and due process for each student. Confidentiality will be upheld at all times. In the event there is sufficient evidence that a student's misconduct warrants discipline, the following options may be recommended:

- Counseling
- CST Referral
- Peer Mediation
- Community Service
- Teacher Detention
- Administrative Detention
- In of School Suspension - ISS
- Out of School Suspension - OSS
- Referral of Resources
- Transfer
- Expulsion
- Alternative Education Placement

### **SECTION V: Code of Conduct: Regulation**

**Purpose and Scope** This Code of Conduct is a general guideline for student behavior. It outlines expectations and potential consequences for violations. However, it is not an exhaustive list of all possible offenses. Each incident will be evaluated individually, subject to investigation and due process. The administration retains the authority to adjust disciplinary actions as necessary.

**Factors Affecting Consequences** When determining the appropriate disciplinary measure, the administration may consider a student's entire disciplinary history within the school system. This comprehensive review helps ensure that penalties are proportional to the severity of the offense.

**Suspension Procedures** Parents or guardians will be notified before any suspension. A mandatory parent-guardian conference is scheduled after each suspension to discuss the student's behavior, goals, and support needs.

**Extended Suspensions** The Board of Education's Judiciary Committee will conduct a hearing for suspensions exceeding ten days.

# Rahway Public Schools

## Code of Conduct Regulation

### Progressive Chart

(BOE approval 8/2024)

<b>Tie r</b>	<b>Student Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>1</b>	<b>Eating in undesignat ed areas</b>	<b>Warning</b>	<b>Administrati on Detention</b>	<b>Administration Detention/ ISS, Parent Conference</b>
<b>1</b>	<b>In halls without a pass</b>	<b>Warning</b>	<b>Administrati ve Detention</b>	<b>ISS/OSS for continued behavior at the discretion of Building Administration or designee, Parent Conference</b>
<b>1</b>	<b>Ordering food and having it delivered</b>	<b>Warning /Parent Contact</b>	<b>Confiscation /Parent Contact</b>	<b>1-day ISS/OSS/ Parent Contact</b>
<b>1</b>	<b>Unauthoriz ed sale or purchase of candy, food, or drink</b>	<b>Confiscat ed and Warning / Parent Contact</b>	<b>Administrati ve Detention</b>	<b>1 day ISS/OSS</b>
<b>1</b>	<b>Use of obscenities</b>	<b>Warning / Administ rative Detentio n</b>	<b>1-3 ISS/ OSS; parent/guar dian/guardi an conference</b>	<b>3-5 ISS/ OSS; parent/guardian/g uardian conference</b>
<b>1</b>	<b>Violation of dress code (See board policy 5132 Dress and Grooming)</b>	<b>Warning will be given at the discretio n of Building Administ ration *** with the exceptio n of the</b>	<b>Administrati ve Detention at the discretion of the Building Administrati on</b>	<b>ISS/OSS, Parent Conference.</b>

		whole building sweep.		
1	Inappropriate Cell phone use *** see BOE Policy	Warning, possible Administrative confiscation: returned at the end of the day, parent notified	Administrative Detention, possible Administrative confiscation: returned at the end of the day, parent notified	1-3 days ISS/OSS/ Administrative Detention, possible Administrative confiscation: returned at the end of the day, parent notified
1	Disruptive Bus Behavior	Warning , Review of Bus Expectations	Administrative Detention/ Parent Contact/ Possible loss of privileges	1-3 days ISS/OSS, possible loss of privilege, behavior contract
2	Disrespect : refusal to recognize /accept norms, policies, and procedures	ISS/ OSS Administrative Detention at the discretion of Building Administration as a result of Due Process and Investigation	1-3 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral	3-5 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral
2	Forging a signature/ altering a pass	Administrative Detention, Cut	1 day ISS/OSS, Cut will be issued,	1-3 OSS, cut will be issued, Parent Conference

		will be issued	Parent Conference	
2	Leaving school building	All cuts will be charged; Administrative Detention ISS/ OSS/ at the discretion of the Building Administration as a result of Due Process and investigation/ possible Drug Test	All cuts will be charged; 1 day ISS/ OSS/ at the discretion of the Building Administration as a result of Due Process and investigation/ Drug Test	All cuts will be charged 1-3 days OSS, at the discretion of the Building Administration, as a result of Due Process and investigation/ Drug Test/ Parent/ Guardian Conference/ Resource Referral
2	Plagiarism/Academic Dishonesty	Loss of credit on Assignment/ Administrative discretion - Student Conference or review of electronic resource	Loss of credit on assignment / Student Conference / Parent/ Guardian Conference	1-3 days ISS/ OSS - loss of credit on assignment

		<p>s policy/  <b>Parent meeting</b>  - in both cases, the student will have the option to make up assignment student will have the option to make up assignment</p>		
2	<b>Gambling</b>	<b>Administrative Detention/ Parent/Guardian Conference</b>	<b>1 day ISS/OSS parent Conference</b>	<b>1-3 days /OSS, Resource Referral</b>
3	<b>Unacceptable Behavior - including but not limited to theft, trespassing, vandalism, improper urination/ defecation</b>	<b>1-3 days ISS/OSS / Administrative Detention at the discretion of Building Administration as a</b>	<b>3-5 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST</b>	<b>5-8 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral, Parent/Guardian Conference</b>

		result of Due Process and Investigation	referral, Parent/ Guardian Conference	
3	Insubordination: willful and open defiance, including but not limited to resistance to Safety Officers	1-3 days ISS/OSS at the discretion of Building Administration as a result of Due Process and Investigation/ Parent Conference	3-5 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral, Parent/ Guardian Conference	5-8 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral, Parent/ Guardian Conference, possible legal action
3	Disorderly Person Offense include: Stealing, destruction of school property, initiating a false fire alarm, fireworks, arson, trespassing	Minimum 5 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral	Minimum 5-8 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	Minimum 8-10 days OSS, removal from the regular education program, long-term suspension, or expulsion at the discretion of Building Administration as a result of Due Process and Investigation, resource referral w/ SAC, referral to Crisis Mgt. Team and police notification

		to Crisis Mgt. Team and police notification		
3	Fighting; physical conflict; Inciting a fight	Up to 5 days OSS, resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	Up to 7 days of OSS, removal from regular education program, resource referral w/ SAC, and referral to Crisis Mgt. Team and police notification	Up to 10 days OSS removal from the regular education program, expulsion at the discretion of Building Administration as a result of Due Process and Investigation, resource referral w/ SAC, referral to Crisis Mgt. Team and police notification / in the case of a rec. Long-Term Suspension/ Expulsion/ Supt. Judiciary Committee Hearing
3	Harassment/ Intimidation and bullying (includes cyberbullying) *** This requires the HIB protocol	Administrative detention, 1-3 days ISS/OSS; parent/guardian conference required, Possible	3-5 days OSS; parent/guardian conference required, Possible CST referral, Resource Referral, possible court complaint	5-8 days OSS; parent/guardian conference required, Possible CST referral, Resource Referral, possible court complaint

		<b>CST referral, Resource Referral</b>		
<b>3</b>	<b>Leaving school grounds</b>	<b>All cuts will be charged; 1 day ISS/ OSS, parent conference, Possible Drug Test</b>	<b>All cuts will be charged; 1 day ISS/ OSS, parent conference, Resource Referral. Drug Test</b>	<b>All cuts will be charged; 1-3 days OSS, Parent/ guardian Conference/ Resource Referral/ Drug Test</b>
<b>3</b>	<b>Threat of bodily harm to any board employee or student</b>	<b>3-10 days OSS; Criminal charges may be filed; Superintendent Hearing and/or expulsion.</b>	<b>5-10 days OSS; Criminal charges may be filed; Superintendent Hearing</b>	<b>5-10 days OSS; Criminal charges may be filed; Superintendent /Judiciary Hearing</b>
<b>3</b>	<b>Possession of a weapon, as defined under NJSA 2C:39-1</b>	<b>10 days OSS; immediate removal from regular education setting, long-term suspension,</b>	<b>10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification , or expulsion</b>	<b>10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at the discretion of building administration after investigation</b>

		Police notification, or expulsion proceedings, resource referral, at the discretion of building administration after investigation and due process	proceedings, resource referral, at the discretion of building administration after investigation and due process	and due process
3	Possession of a firearm, as defined under NJSA 2C:39-1f	10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police	10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification

		notification		
3	Assault includes but not limited to hitting with an object, spitting	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at Superintendent Hearing / Judiciary Hearing	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at Superintendent Hearing	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at Superintendent Hearing/ Judiciary Hearing
3	Assault on a school employee - crime of violence against another person	10 days OSS; immediate removal from regular education setting, long-term	10 days OSS; immediate removal from regular education setting, long-term suspension, Police	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at,

		<p>m suspension, Police notification, or expulsion proceedings, resource referral, at Superintendent Hearing / Judiciary Hearing</p>	<p>notification , or expulsion proceedings, resource referral, at the discretion of building administration after investigation and due process, Superintendent Hearing</p>	<p>Superintendent Hearing/ Judiciary Hearing</p>
<p>Attendance</p>	<p>A class cutting (and/or more than 5 minutes late to class or more 10 minutes out of the classroom without the teacher permission</p>	<p>1- Warning</p>	<p>2nd - Administrative Detention</p>	<p>3rd Saturday School/Administrative Detention 4th ISS, 5th - ISS</p>
<p>Attendance</p>	<p>Cutting Administrative detention</p>	<p>2x courtesy reschedule per year / Community</p>	<p>2x courtesy reschedule per year / Community Service</p>	<p>2x courtesy reschedule per year / Community Service</p>

		Service		
Attendance	Cutting Saturday School	2x courtesy of a rescheduled/ Community Service	1 day ISS/ Community Service	1 day OSS
Attendance	Cutting teacher detention	1x courtesy of a rescheduled	Central Detention/ Community Service	Saturday School/ Community Service
Attendance	Late to school homeroom	5 lates - Conference/ Central Detention	10 lates - Saturday Detention	15 lates -Central Detention 20th late- Saturday Detention *cycle repeats every 5 tardies
Attendance	Tardy to class (defined as under 5 minutes late and unexcused )	5 lates - Conference/ Administrative Detention	10 lates - Saturday Detention	15 lates -Central Detention 20th late- Saturday Detention *cycle repeats every 5 tardies
Attendance	Tardy - arrival at school after 8:22 am Rahway/ Academy; 8:00 RHS	On the 5th tardy: warning letter, parent notified	On the 10th tardy: warning letter, parent notified	On 15th tardy: parent conference
Controlled Substa	If the consequence requires a Drug	Refusal acts as a positive result. See	2nd Refusal	

nce	Test...	progressive discipline		
Controlled Substance	Smoking, Drinking, and/or Vaping - Marijuana use is under Tier III	possible ISS, Meeting with SAC, resource referral, Possible Drug screening, Parent contact	3 days ISS/OSS; parent/guardian conference / SAC referral/ Drug Screening	5 days OSS; parent/guardian/guardian conference/ SAC referral/ possible drug test
Controlled Substance	Possession of controlled substances	5 days OSS; Resource referral w/ SAC, removal from regular education program, possible long-term suspension, or expulsion proceedings; referral to Crisis Mgt. Team and police	10 days OSS; Resource Referral w/ SAC, removal from the regular education program, long-term suspension, or expulsion proceedings; referral to Crisis Mgt. Team and police notification	10 days OSS; Resource Referral w/ SAC, removal from the regular education program, long-term suspension, or expulsion proceedings; referral to Crisis Mgt. Team

		notification		
Controlled Substance	Under the influence of controlled substances, drugs/possession of controlled substances	Minimum 5 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	Minimum 5-8 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	8-10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification
	<b>Attendance</b>			
	Rahway Elementary Schools Code of Conduct			
	BEHAVIOR	1ST OFFENSE	2ND OFFENSE	SUBSEQUENT OFFENSE
	Cell Phone Use	All Students Confiscated:	All students: Confiscated : parent	Restorative Justice Practice Lunch/ Recess Detention

		returned at the end of the day, parent notified	must pick up	Parent Notification 3-6: ISS/OSS
	Insubordination Willful and Open Defiance	All Students Warning Restorative Justice Practice Lunch/ Recess Detention Parent Notification	K-2 Restorative Justice Practice Lunch/ Recess Detention Parent Notification 3-6: possible 1-3 days ISS/OSS	K-2 Lunch/ Recess Detention Parent Notification CST Referral 3-6- administrative discretion, 2-4 days ISS/OSS loss of the next school-wide event/ end of year/ Field Trip privilege
	Inappropriate Behavior/ Language	All Students K-6 Warning Restorative Justice Practice Lunch/ Recess Detention Parent Notification	All students K-6 Warning Restorative Justice Practice Lunch/ Recess Detention Parent Notification	K-2 Parent Conference, CST Referral, Resource Referral, Administrative discretion 3-6: 1-3 days ISS/OSS, Parent Conference, Administrative Discretion
	Horseplay /Hitting	K-2: Warning, parent notified, Restorative Consequence.	K-2: parent notified, Restorative Consequence, Counselor Meeting.	K-2: Mandatory Parent Conference, CST Referral, Administrative discretion 3-6: Parent Notified, 2-5 Days OSS,

		<p>3-6: Parent Notified, Restorative Consequence, Administrative Discretion to send home for the day</p>	<p>3-6: Parent Notified, 1-3 ISS/OSS, Administrative Discretion to send home for the day, Counselor Meeting</p>	<p>Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege Subsequent offenses may result in increasing ISS/OSS assignments, Referral for Resources, CST</p>
	<p>The threat of Bodily Harm to Staff or Student</p>	<p>K-2 Conference w/student &amp; parents, Restorative Justice Practice 3-6: Administrative discretion, ISS/OSS Possible police notification,</p>	<p>K-2: Referral to CST, Resources Referral, Mandatory Parent conference, 3-6: Referral to CST, Resources Referral, Mandatory Parent Meeting, 2-4 OSS, Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege</p>	<p>K-2: Referral to CST, Resources Referral, Mandatory Parent conference, 3-6: Referral to CST, Resources Referral, Mandatory Parent Meeting, 3-5 OSS, Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege</p>

		<p>K-2- parent confere nce, restorati ve practice, parent confere nce required</p> <p>3-6 - parent confere nce, 1-3 Day ISS/OSS, parent confere nce required</p> <p>Adminis trative discreti on, loss of the next school- wide event/ end of year/ Field Trip privileg e - privileg e can be earned.</p>	<p>K-2- parent conference, restorative practice, parent conference required 3-6 - parent conference, 2-4 Day OSS, parent conference required Administra tive discretion, loss of the next school-wid e event/ end of year/ Field Trip privilege - privilege can be earned</p>	<p>K-2- parent conference, restorative practice, parent conference required 3-6 - parent conference, 3-5 Day OSS, parent conference required Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege - privilege can be earned</p>
	<p>Fighting</p>			

		<p>K-2- parent conference, restorative practice, parent conference required</p> <p>3-6- parent conference, 1-3 Day ISS/OSS, parent conference required</p> <p>- privilege can be earned</p>	<p>K-2- parent conference, restorative practice, parent conference required</p> <p>3-6- parent conference, 3-5 Day ISS/OSS, parent conference required - privilege can be earned</p>	<p>K-2 Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege</p> <p>3-6 - parent conference, 5-7 ISS/OSS, referral to CST, end-of-year privileges cannot be earned</p>
	Intentional Spitting			
		<p>Parent Conference, the opportunity to redo the assignment</p>	<p>Parent conference, Zero on assignment</p>	<p>Administrative discretion</p>
	Plagiarism			
Attendance	Tardy - arrival at school after 8:40 am	<p>On the 5th tardy: warning letter, parent notified</p>	<p>On the 10th tardy: warning letter, parent notified</p>	<p>On 15th tardy: parent conference</p>

## **SECTION VI: Student Grievance Procedure**

Complaints involving harassment, intimidation, and bullying shall be addressed according to Rahway Board of Education policy 5131.1 Harassment, Intimidation, and Bullying. Incidents shall be reported to the principal and investigated by the school anti-bullying specialist. The following steps may be taken to address other student grievances:

**A.** A student should first make the grievance known to the staff member most closely involved or with a school guidance counselor, and both shall attempt to resolve the matter informally and directly;

**B.** A grievance that is not resolved through informal discussion with the staff member or school guidance counselor may be submitted in writing to the principal. The written grievance should include:

1. The student's name;
2. The names of other individuals who are the subject of the grievance, as appropriate;
3. A reason for the grievance and the facts that gave rise to it; and
4. The remedy sought.

**C.** The written grievance may be submitted to the principal, and subsequently to the superintendent, in that order and within a suitable period of time not to exceed 10 days at each level for the hearing of the grievance and the preparation of a response;

**D.** At each step beyond the first, the school authority hearing the grievance may request to meet with the parent/guardian of the student grievance. The grievant may include his or her parent/guardian at any step;

**E.** If the grievant is not satisfied with the outcome of his or her petition to the principal and, subsequently, to the superintendent, the grievance may be submitted to the board;

**F.** The board will review the grievance and the action taken by the administration and may hear the grievance if the board disagrees with the disposition of the grievance or if the board is required to hear the case by law (i.e., bullying, long-term suspension, or expulsion, removal for violence and/or weapons, and other required hearings related to special education);

**G.** The parent/guardian and student grievant shall be informed of the board's decision to uphold the administration's disposition of the grievance and the reason for the decision;

**H.** The parent/guardian and student grievant shall be informed of the board's decision to hear the grievance and of the assigned date and time to present the grievance to the board or board committee;

**I.** The decision of the board shall be final, and the parent/guardian and student grievant shall be informed of the board decision in writing;

**J.** The parent/guardian and student grievance will be informed of the right to appeal the board's decision to the New Jersey Commissioner of Education. **K.** Retaliation or reprisal against a student who files a grievance is prohibited and will result in disciplinary consequences.

Student petitions to the administration shall be free of obscenities, libelous statements, and personal attacks and shall be in compliance with the district's behavioral expectations and code of conduct (see BOE Policy 5131 Conduct/Discipline).

The superintendent shall direct all staff members to respect the rights of students and seek redress of grievances by lawful procedures without fear of reprisal.

## **SECTION VII: Dress and Grooming Policy**

The Board encourages all students to dress appropriately for safe participation in learning.

The Board recognizes that each pupil's dress manifests personal style and preference. It is neither the Board's intention to usurp parent/guardian prerogative for determining appropriate grooming for their children nor to use technique, fashion, or taste as a sole criterion for exclusion from instruction; for details, refer to the [RPS Dress Code](#).

The school environment is a work environment. Children are encouraged to dress for a job requiring free and safe indoor and outdoor movement.

Students in any grade level may not wear the following:

- Short shorts, shorts or skirts with unfinished hems, hats, sunglasses, ski goggles, and bandanas;
- Midriff, tube tops, halter-tops, camisoles, see-through articles, or articles that expose cleavage or stomach;
- Garments that reveal under garments or buttocks; excessively ripped jeans, pants or sweatpants with graphics or writing across the back;
- Clothing and/or accessories that have any associations with illegal substances, violence, or gangs;
- Clothing that is offensive to any nationality, ethnicity, religion, sexual orientation, or gender identity;
- Clothing that has any obscene writing or promotes suggestive, indecent, or unacceptable school behavior whether stated or implied.
- Students requesting exemptions for religious or other reasons must do so in writing. If an exemption is granted, they will not be penalized academically or otherwise discriminated against for non-compliance.

## High School Dress Code

### Acceptable tops

- All shirts and tops must cover the shoulders, stomach, and back completely;
- Hooded sweatshirts may be worn as long as the hood remains down;
- No see-through or mesh fabric;
- Undergarments of any type are not to be visible at any time.

### Acceptable bottoms/pants

- No see-through or mesh fabric;
- Must be worn with the waistband at the hip or higher with belts preferred (no sagging pants);
- No excessively ripped jeans, skirts, shorts, capris, etc;
- Undergarments of any type cannot be visible, i.e. see-through/sheer leggings.

### Acceptable shorts/skirts

- Must be to the mid-thigh or longer;

### Acceptable footwear

Sneakers or closed-toe shoes free of any graffiti or writing;

- Sandals/open toe shoes may be worn provided they have a secure strap around the heel/ankle, a secure strap around the top of the foot, and a secure supportive sole;
- No flip flops, beach shoes, or slippers.

### Headgear

- No hats or head covering unless it is part of a religious observation and pre-approval has been granted;
- All hats must be stored in lockers during the school day.

### Outerwear

- All coats, gloves, hats, and snow/rain boots worn over shoes are to be stored in student lockers during the school day.

### Specifically prohibited:

- Pajamas of all types;
- Clothing considered a distraction, disruption, indents, or having a negative effect on the image of the school;
- Sunglasses without a medical exception;
- Clothing or accessories considered a potential danger to others or that may damage property;
- Any item that could be considered gang-related such as bandanas, beads, scarves, affiliation flags, or any other marker;
- Undergarments of any type are not to be visible at any time.

### Decisions as to appropriateness:

- The Board acknowledges that styles change rapidly. Accordingly, the Board assigns the building administration and Superintendent the final decision as to the appropriateness of students' dress as may need to be determined from time to time.

- Students are expected to comply with administrative decisions regarding dress and grooming pending the outcome of any grievance in accordance with Board policy.

### **Exceptions:**

- Participation in "School Spirit" weeks, JROTC requirements, pep rallies (athletic participants), Peer Leadership programs, and any other Board-approved program that requires alternative dress will be acceptable during the scheduled function.
- 
- Any religious observance that requires alternative dress will be exempted (including head coverings).
- 
- The day of Senior Prom and Homecoming only: Head coverings will be allowed for other than religious reasons.
- 
- Other exceptions deemed appropriate by the Building Principal or designee.

### **Headgear:**

No hats or head coverings are allowed inside the building unless it is part of a religious observation for which pre-approval has been granted.

### **Physical Education**

Sneakers are required, and shoes with rubber soles are not acceptable. Play-type clothing should be worn on gym days, and jewelry should NOT be worn during the gym period. Students are excused from the gym when proper documentation is submitted to the school health office.

## **SECTION VIII: Extra/ Co-Curricular Activities**

### **Clubs**

Clubs allow students to participate in activities that correlate to their passions and interests while enhancing their academic school experience. Membership in clubs is an honor and privilege. Behavior expectations in after-school activities are the same as during the school day. Membership is based upon meeting expectations and is at the discretion of the Club Advisor.

## **SECTION IX: Student Support Services**

**Consultation:** Child Study Team (CST) members are available for consultation. You may contact CST at 732-396-2919 to discuss and determine the best team member to set up a meeting with.

**Intervention & Referral Services (I&RS):** I&RS can help students and families in need. The school-based I&RS Team consists of the principal, the nurse, a general education teacher, a special education teacher, and a social worker from CST. We will arrange a meeting for the team and the parent(s)/guardian(s). At this time, an intervention plan will

be formulated. Periodically, the group will meet to discuss the child. If at any time the team determines a referral is warranted, the principal will begin the necessary paperwork.

### **NURSE'S OFFICE**

The school nurse is a vital member of our school's professional staff. Students must have a pass to visit the nurse's office. Emergency forms must be updated yearly. Medication is also distributed by the nurse. A student who takes medication, both prescribed and over-the-counter, must have a doctor's note on file with the school nurse. All types of medication must be kept and taken in the nurse's office unless the doctor's note states otherwise. *If a student is sent home by the nurse, this does not constitute an excused absence; the time missed is to be taken from the student's allotted time unless this is a medical excuse.* (See the attendance policy.) Additionally, if a pupil is granted an elevator key, he/she must provide a \$20.00 deposit. [Note: Medical documents are vetted by the school nurse to verify authenticity.]

### **SCHOOL COUNSELING SERVICES**

School counseling services assist students in the process of making wise choices and adjustments, which include the development of self-understanding and self-acceptance. Counselors work with all school personnel, students, and parents/guardians.

### **STUDENT ASSISTANCE COUNSELOR (SAC)**

The function of the Student Assistance Counselor is to provide information and support services to students who experience difficulties in school due to a variety of problems. These problems may be personal, school, family, or substance abuse problems that may affect the student's ability to perform in

school. *Student assistance program participation is confidential.* The program works closely with existing in-school services to make appropriate referrals so students can get the help they need.

### **CHILD STUDY TEAM**

The Child Study Team (CST) is a multidisciplinary team of professionals who work together to help students, parents, and teachers achieve success in an educational setting. A student's Individualized Education Program (IEP) dictates the setting and range of service. The CST office is located in Room 221 A. If you would like more information about special education services, please contact the child study team office at 732 396-1096 or the Department of Services for Children at 732-396-1035.

### **GUIDANCE COUNSELORS**

Each student at Rahway High is assigned to a school counselor. Counselors are available to address the academic, social, and emotional needs of RHS students. These areas include but are not limited to personal issues, grades, test results, scheduling issues, or plans after high school.

## **TRINITAS CLINICIANS**

Comprehensive counseling services are provided through our partnership with Trinitas Medical Center. Students may meet with a school-based clinician to help with concerns, which may include depression, anxiety, relationships, or family issues. Parents must sign a consent form so that students can meet with our Trinitas clinicians.

## **SUICIDE HOTLINE 1-855-654-6735 (988?)**

## **SECTION X: Academic/ Guidance Support**

### **ACADEMIC ELIGIBILITY STANDARDS**

**A.** All courses, including those courses that at one time were considered "minor" (e.g., physical education, art, music, and industrial arts), shall be included in any determination of academic eligibility.

**B.** For students below grade 9, each course meeting five days a week will be considered a five-credit course for purposes of determining eligibility; however, any course not taken within the high school years will not be awarded credit towards graduation unless approved by the Rahway High School principal.

**C.** Eligibility for extracurricular activities (including but not limited to clubs, intramural sports, musical or dramatic performances, and artistic or academic competitions):

First Semester (July 1 to January 31): To be eligible for participation in any extracurricular activity during the first semester, a student must have passed, at a minimum, 30 credits (or the equivalent as determined by the principal) during the immediately preceding academic year.

- Second semester (February 1 to June 30) eligibility: To be eligible for participation in any extracurricular activity during the second semester, a student must have passed, at a minimum, 15 credits during the immediately preceding semester (full-year courses shall be equated as one-half of the total credits to be gained for the school year to determine credits passed).
- Summer school eligibility: The Rahway Public School District, at its discretion, may provide a remedial summer school for students who have failed courses during the regular school year. To be eligible for a remedial summer school course, a student needs to have achieved a final grade no less than 55. Exceptions to this standard may be granted at the discretion of the building principal.
- Interscholastic athletics: The rules of the New Jersey State Interscholastic Athletic Association shall govern eligibility for participation in interscholastic sports for all students.
- For courses below grade 9, the course credit value shall be one credit for each period a week the course meets.

### **SECTION XII: ACADEMIC SUPPORT AND RESOURCES FOR STUDENTS**

Rahway High School offers a variety of resources to students that will help them improve their academic skills, prepare for college, and create a solid plan for their future. Students

can access all online resources from a mobile device or computer with the Internet. All programs require students to create a user ID and password. In some cases, the user name and password will be provided by the teacher. Students must sign and submit the Acceptable Use Policy (6142.10) before being given access to school resources found on the Internet.

*Reminder: Students who do not meet academic eligibility standards may not participate in extracurricular activities offered at Rahway High School, including, but not limited to, sports, fine and performing arts activities, and school clubs.*

### **PROGRESS REPORTS**

Progress reports are available electronically four (4) times a year at the midpoint of each marking period. Students receiving unsatisfactory progress reports should discuss their work with their teacher and school counselor. Refer to our school calendar for information on student progress reports and grade postings.

### **PARENT/TEACHER CONFERENCES**

Parents wishing to meet with a teacher may call their child's school counselor for an appointment. Also, teachers may be contacted by email. E-mail addresses are found at [www.rahway.net/rhs](http://www.rahway.net/rhs).

### **SUMMER SCHOOL**

Rahway Public Schools, in their discretion, may provide a remedial summer school for students who have failed courses during the regular school year. Students who select to enroll in a summer school program will incur tuition fees unless it is one that is offered by the Board of Education. *Students who obtain a final grade of 55-62 must complete a 60-hour review course. Students who obtain a final grade below 55 must complete a 120-hour course program.*

### **HONOR ROLL**

A. In order to recognize student achievement, the board has established two honor rolls as defined below. These criteria are applicable to all schools in the district. A list of students meeting these eligibility criteria shall be published at the close of each marking period.

- High Honor Roll: Without exception, students whose grades average between 94-100, with no grade below 87, will be placed on the high honor roll.
- Honor Roll: Without exception, students whose grades average between 87-93, with no grade below 80, will be placed on the honor roll.

B. Students completing more than half of any given marking period through home instruction will not be eligible for the high honor roll except as may be approved by the building principal.

### **HONOR SOCIETY FACULTY COUNCIL**

All students selected to any honor society at Rahway High School will be required to maintain exemplary academic, disciplinary, and attendance records in addition to specific

mandates by the respective society chapter. The Honor Society Faculty Council will be composed of RHS.

Faculty members are approved annually by the Principal. Any student unable to maintain the standards by which she/he was selected may be removed from the respective National Honor Society or placed on probation at the recommendation of the chapter advisor with further review by the Honor Society Faculty Council. *Please see the Guidance Department section regarding National Honor Society procedures.*

### **GRADE VARIABLES**

A grade represents the total performance of a student in a given course. Performance includes, but is not limited to:

- A. Tests, including unit tests, midterm and final examinations, and quizzes.
- B. Class participation, as evidenced by asking and responding to questions, offering relevant comments, and respecting the teacher's authority;
- C. Class assignments, including essays, problem-solving, projects, and skill applications;
- D. Homework assignments, including essays, papers, research reports, and projects;
- E. Ability-achievement discrepancies, as evidenced by effort, consistency of involvement in the course of study, and performance in other classes.

### **WITHDRAW PASSING (WP)/WITHDRAW FAILING (WF) AFTER LATE DROP PERIOD**

- A. The grade of WP or WF will be noted on the transcript of any courses dropped after the "late drop" period.
- B. WP/WF grades shall not be used in GPA or RIC calculations; however, the grade will serve to indicate that a course was dropped late in the school year.
- C. The WP or WF will be placed in the grading period when the late drop occurs and will be placed in the final grade column.
- D. No credit towards graduation will accrue for a WP or WF grade.
- E. The "late drop" period will begin after the second marking period progress report period closes.
- F. Any course dropped before the "late drop" period begins will be completely removed from a student's high school transcript.

**G.** A WF grade will be used to determine athletic eligibility pursuant to board policy 6145.1, 6145.2 Intramural, Interscholastic Competition.

### **GRADUATION REQUIREMENTS**

In order to earn a New Jersey high school diploma, a student must meet both local and state graduation requirements. The specific terms are outlined under the Guidance section of this handbook. The New Jersey Department of Education (NJDOE) requires students to

demonstrate proficiency in both English Language Arts and mathematics. A student may meet NJDOE testing requirements by meeting proficiency through multiple measures, including NJSLA, PSAT10, SAT, ACT, Accuplacer, ASVAB, or an Appeals Portfolio.

Students must complete a program of studies that includes no less than 120 credits as prescribed in item 2 below. *Students who do not meet all graduation requirements are ineligible to participate in the graduation ceremony.*

### **CREDITS FOR GRADUATION**

**A.** A minimum of 120 credits must be earned – required courses total 85 credits, and elective courses total 35 credits.

**B.** Credits will be earned from the following:

<b><u>Required Courses</u></b>	<b><u>Years</u></b>	<b><u>Credits</u></b>
English	4	20
American History	2	10
World History	1	5
Mathematics	3	15
Science	3	15
Physical Education/Health	4	20
Visual/ Performing Arts	1	5
World Languages*	1	5
Career/FCS/Tech	1	5
Financial Literacy	½	2.5
Elective credits required:		17.5

**C.** Credit will be awarded only for courses which have been successfully completed. *Partial credit is not given for partial study.* Credit is not granted for courses where excessive absenteeism or tardiness occurs. If this occurs, the class must be repeated as a new course.

**D.** Students in grades nine through twelve should take a minimum of thirty (30) credits per year to ensure the 120 total.

### **NJDOE GRADUATION STATE TESTING REQUIREMENTS FOR THE CLASSES of**

**2023-2025** All students must satisfy local and state graduation testing requirements in

mathematics and in English Language Arts. Please refer to the New Jersey Department of Education’s (NJDOE) website for the most current information: [Classes of 2023–2025 High School Graduation Assessment Requirements](#).

**The graduation assessment requirements for the Class of 2025 remain in place. The graduation assessment requirements for the Class of 2026 have not yet been determined by the NJDOE at the publication of this handbook.**

**INTERVENTION AND REFERRAL SERVICES (I&RS)**

Intervention and Referral Services (I&RS) is an interdisciplinary team of professionals within the school environment who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined in need of special education programs and services. The goal of the committee is to see student improvement in targeted areas. A student is referred to when a problem is identified. For example, a school staff member or the parent needs assistance with the child’s learning, behavior, social, or health problems that are occurring during the student’s school program. Next, an I&RS Referral Packet is completed. The I&RS team only begins once a staff member completes and submits the referral packet to the School Counselor, Mrs. Nicole Gleason. The form should state clearly the reasons for the referral, observations, and all prior interventions tried for the identified area of concern. Upon the third out-of-school suspension, the I&RS and referral services team will meet to develop an appropriate educational intervention system.

**CLASSES OFFERED**

All classes offered at Rahway High School will be assigned to one of three categories:

- Advanced Placement
- Honors
- College Preparatory

Note: It is recommended that students planning to go to college shall have at least two years of a language.

**DEPARTMENT GRADING POLICIES**

<b>Business- Accounting I &amp; II</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>	<b>Business-Computer Info Process/Multimedia Presentations</b> <b>50% Classwork</b> <b>10% Homework</b> <b>10% Tests</b> <b>30% Class Participation</b>	<b>Intro to Business</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>
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<b>Business-Marketing I</b> <b>35% Homework/ Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>	<b>Business-Marketing II/Co-Op</b> <b>50% Co-op Workstations</b> <b>30% Tests</b> <b>20% Participation</b>	<b>Business-Personal Financial Mgt.</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>
<b>Business-Sports &amp; Entertainment Marketing</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>	<b>AP English</b> <b>70% Assessment</b> <b>30% Class Participation</b>	<b>English- I, II, III, &amp; IV (All Levels)</b> <b>40% Classwork/Homework</b> <b>35% Assessments</b> <b>15% Quizzes</b> <b>10% Participation</b>
<b>English-Genocide/Holocaust Literature</b> <b>50% Assessment</b> <b>40% Classwork/Homework</b> <b>10% Class Participation</b>	<b>English-Honors Humanities II/IV</b> <b>30% Classwork/Homework</b> <b>50% Assessments</b> <b>20% Participation</b>	<b>English Journalism I - Creative Writing</b> <b>50% Assessment</b> <b>40% Classwork/Homework</b> <b>10% Class Participation</b>
<b>English - Journalism II, III, IV, Yearbook &amp; Newspaper</b> <b>50% Classwork</b> <b>25% Tests/Quizzes</b> <b>25% Homework</b>	<b>English-Speech &amp; Broadcasting I, II, III, &amp; IV</b> <b>50% Daily Participation</b> <b>50% Project</b>	<b>English-Tomorrow's Teachers I &amp; II</b> <b>50% Assessment</b> <b>40% Classwork/Homework</b> <b>10% Class Participation</b>
<b>Family &amp; Consumer Science-Intro to Culinary Arts / Cooking Techniques &amp; International Foods</b> <b>50% Projects</b> <b>25% Assessments</b> <b>25% Classwork/Participation</b>	<b>FAPA-Art I, II, III, AP Art Studio</b> <b>50% Classwork &amp; Projects</b> <b>20% Classroom Management</b> <b>10% Sketchbook Management</b>  <b>10% Reading/Homework Assignments</b> <b>10% Assessments</b>	<b>FAPA- Commercial Art</b> <b>50% Classwork &amp; Projects</b> <b>20% Assessments</b> <b>10% Classroom Management</b> <b>10% Sketchbook Management</b> <b>10% Reading/Homework Assignments</b>
<b>FAPA-Concert Band, Jazz Ensemble, Marching Band, Orchestra &amp; Wind Ensemble</b> <b>40% Participation/Preparation</b> <b>25% Performance Assessments</b> <b>25% Rehearsal Assessments</b> <b>10% Homework</b>	<b>FAPA-Contemporary Issues in the Arts</b> <b>50% Class participation</b> <b>30% Assessments/projects</b> <b>20% Homework</b>	<b>FAPA-Intro to Recording, Production, &amp; Music Technology</b> <b>40% Projects</b> <b>20% Homework</b> <b>40% Participation</b>
<b>FAPA-Music Theory &amp; AP Music Theory</b> <b>40% Participation/Preparation</b> <b>30% Written Assessments</b> <b>30% Homework</b>	<b>FAPA-Mixed Chorus, Select Chorus &amp; Madrigals</b> <b>50% Rehearsal Assessments/Class Participation</b> <b>25% Performance/Tests</b> <b>25% Projects/Assignments</b>	<b>FAPA-Dance Intro I &amp; II</b> <b>50% Class Participation</b> <b>25% Performance Projects</b> <b>25% Written Assignments</b>
<b>FAPA-Piano(Intro),Piano II &amp; Advanced</b> <b>50% Rehearsal Assessments/Class Participation</b> <b>25% Performance/Tests</b>	<b>FAPA-Intro to Theatre, Theatre I, Theatre II &amp; Advanced Theatre</b> <b>50% Participation</b> <b>20% Projects</b> <b>20% Performances</b>	<b>FAPA-Musical Theatre</b> <b>50% Rehearsal Assessment/Class Participation</b> <b>20% Performance/Tests</b>

<b>25% Assignments</b>	<b>10% Assignments</b>	<b>20% Projects</b> <b>10% Assignments</b>
<b>Math-Algebra I, Pre-Calculus, Honors Pre-Calculus, Applied Calculus &amp; Calculus w/Lab</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Math - ESL Financial Literacy</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Math-Exploring Computer Science &amp; AP Computer Science Principles (Intro and AP)</b> 60% Code HS Exercises 30% Classwork/ Homework 10% Tests
<b>Math-Geometry (All levels) &amp; Trigonometry</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Math-AP Statistics &amp; Probability &amp; Statistics</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Health (all grades)</b> 40% Homework 30% Tests 20% Quizzes/Projects 10% Class Participation
<b>Physical Education (all grades)</b> 50% Preparation 40% Class Participation 10% Fitness Testing	<b>JROTC (All Levels)</b> 50% Quizzes 40% Uniform Inspection 10% Participation	<b>JROTC P.E. (All Levels)</b> 70% Class Participation 20% Physical Fitness Exam 10% Conduct/Attitude <small>(updated 10/15/21)</small>
<b>PEER Leadership</b> 5% Homework 30% Journals 5% Quotes 20% Role Model 20% Class Participation 20% Outreach	<b>Science-AP Biology</b> 50% Tests/Quizzes 30% Laboratories 20% Classwork/Homework	<b>Science-Biology, Biology Honors &amp; Marine Biology</b> 30% Tests/Quizzes 25% Laboratories/Projects 25% Classwork/Participation 20% Homework

<b>Science-AP Chemistry</b> 50% Tests/Quizzes 20% Classwork / Homework 30% Labs	<b>Science-Chemistry (All Levels)</b> 30% Tests/Quizzes 25% Laboratories 25% Classwork/Participation 20 % Homework	<b>Science-AP Environmental Science</b> 50% Tests/Quizzes 20% Classwork / Homework 30% Labs
<b>Science-Environmental Science, Forensics &amp; Human Body Systems</b> 30% of Tests and Quizzes 25% Projects/Labs 25% Class Participation 20% Homework	<b>Science - AP Physics</b> 50% Tests/Quizzes 20% Classwork / Homework 30% Labs	<b>Science-Conceptual Physics &amp; Physics</b> 30% of Tests and Quizzes 25% Classwork/Participation 25% Labs/Projects 20% Homework
<b>Social Studies-African American Studies</b> 40% Tests/Quizzes 30% Homework 30% Class Participation	<b>Social Studies-Constitutional Law</b> 50% Tests/Quizzes 25% Homework 25% Class Participation	<b>Social Studies-AP Government &amp; Politics</b> 70% Tests/Quizzes 30% Class Participation/Homework

<b>Social Studies-AP Microeconomics</b> <b>70% Tests/Quizzes</b> <b>30% Classwork/Homework</b>	<b>Social Studies-Sociology</b> <b>50% Tests/Quizzes</b> <b>25% Homework</b> <b>25% Class Participation</b>	<b>Social Studies US History &amp; AP World History</b> <b>70% Tests/Quizzes</b> <b>30% Classwork/Participation &amp; Homework</b>
<b>Social Studies-US History I &amp; II (All Levels) &amp; World History (All Levels)</b> <b>50% Tests/Quizzes</b> <b>25% Homework</b> <b>25% Class Participation</b>	<b>Social Studies-SS/US History I/ Honors Humanities</b> <b>30% Classwork/Homework</b> <b>50% Assessments</b> <b>20% Participation</b>	<b>Special Education-English</b> <b>50% Assessment</b> <b>25% Classwork</b> <b>15% Homework</b> <b>10% Participation</b>
<b>Special Education-Math</b> <b>30% Homework</b> <b>30% Tests</b> <b>20% Classwork</b> <b>20% Quizzes</b>	<b>Special Education-Science</b> <b>30% Classwork</b> <b>25% Assessment</b> <b>25% Homework</b> <b>20% Labs/Projects</b>	<b>Special Education-Social Studies</b> <b>30% Quizzes/Tests</b> <b>25% Classwork</b> <b>25% Class Participation</b> <b>20% Homework</b>
<b>Tech Ed.</b> <b>30% Projects</b> <b>20% Assessments</b> <b>20% Participation</b> <b>20% Classwork</b> <b>10% Homework</b>	<b>World Language ESL I, II, III</b> <b>60% Assessments</b> <b>30% Class Participation</b> <b>10% Homework</b>	<b>World Language-French, Italian &amp; Spanish</b> <b>40% Test/Projects</b> <b>35% Classwork/Participation</b> <b>15% Quizzes</b> <b>10% Homework</b>
<b>World Language-Conversational Spanish</b> <b>35% Tests/Projects</b> <b>40% Classwork/Participation</b> <b>20% Quizzes</b> <b>5% Homework</b>		

## **SECTION XI: Interscholastic Athletics**

Only students enrolled in the Rahway Public School District shall participate in the district's athletic programs. In no case shall non-enrolled students be permitted to participate in the district's athletic programs. "Enrolled students" are resident children between the ages of 3 and 21 who are included on an official register of a school program operated by the board or other appropriate board-approved educational program. Examples of excluded non-enrolled children include those participating in parochial, private, nonpublic, or homeschooling programs.

The board recognizes participation in the athletic program as a privilege rather than a right, intends that academic achievement always takes precedence over athletic achievement, and conceives this policy in the context of "no pass – no play." Students are expected to maintain an appropriate level of scholastic achievement to participate in athletic programs.

Competitive activities can provide students with valuable experiences and opportunities. In this district, the emphasis in any competition shall be on providing inclusion in such experiences and opportunities rather than on producing winning teams or providing entertainment. Practice for or performance in any competitive event shall not interfere with the regular educational program. The rules of the New Jersey State Interscholastic Athletic Association shall govern eligibility for participation in interscholastic sports for all pupils. For

courses below grade 9, the course credit value shall be one credit for each period a week the course meets.

### **COURSE FAILURE**

The coach/school counselor will notify the athletic director of any student failing two or more subjects during the progress report or report card time. The student will be suspended from play and practice for a one-week period. Reinstatement will occur only after one week with teacher approval, who, in turn, will note the progress. There are no exceptions. The Athletic Director will monitor all suspensions. No ineligible player can practice with the team or attend practices. While a student is suspended from the team due

to academic problems, he/she will be involved in a mandatory tutorial program either before, during, or after school when funding is available. To be eligible for athletics, you must have earned 30.0 credits during the previous school year. To be eligible for athletics in the spring, you must have received 15.0 credits by the end of the first semester.

### **ATTENDANCE STANDARDS**

Attendances, Absences and Excuses. In particular, a pupil shall not participate in a performance, exhibition, practice, or athletic event unless he/she has been present in school that day or absent for an excused reason determined by the principal designee other than for sickness.

### **DISCIPLINARY STANDARDS**

Disciplinary, Suspension, Expulsion, and Conduct. Pupils on disciplinary probation or serving a detention or suspension may not practice, perform, or compete. The superintendent and the building principal shall decide at the end of a probationary period or a suspension whether the pupil may return to practice and competition. The activity advisor, with approval from the building principal, shall have the authority to suspend from the activity any pupil who, in his/her judgment, fails to abide by the rules and regulations established for an activity or sport.

### **SCHOLASTIC ELIGIBILITY FOR ATHLETICS AND OTHER CO-CURRICULAR ACTIVITIES**

The New Jersey State Board of Education and the New Jersey State Interscholastic Athletic Association require that pupils in grades 9 through 12 meet prescribed credit-earned regulations in order to participate in interscholastic athletics and other co-curricular activities.

### **ACADEMIC SUPPORT AND RESOURCES FOR STUDENTS**

Rahway High School offers a variety of resources to students that will help them improve their academic skills, prepare for college, and create a solid plan for their future. Students can access all online resources from a mobile device or computer with the Internet. All programs require students to create a user ID and password. In some cases, the user name and password will be provided by the teacher. Students must sign and submit the Acceptable Use

Policy (6142.10) before being given access to school resources found on the Internet.

*Reminder: Students who do not meet academic eligibility standards may not participate in extracurricular activities offered at Rahway High School, including, but not limited to, sports, fine and performing arts activities, and school clubs.*

### **Academic Intervention Program (AIP)**

The AIP program is an academic intervention program open to all Rahway High School students. AIP is mandatory for athletes who are at risk of losing sports eligibility during

their playing season. Rahway High School teachers tutor students in the content area(s) in which they need help. Please see your guidance counselor for information regarding specific dates, times, and locations of the AIP program.

### **SPORTS ACTIVITIES**

#### **FALL SPORTS**

**Cheerleading**  
**Cross-Country**  
**Track and Field**  
**Wrestling**

#### **WINTER SPORTS**

**Basketball**  
**Cheerleading**  
**Track and Field**  
**Girls Tennis**  
**Soccer**  
**Volleyball**

#### **SPRING SPORTS**

**Baseball**  
**Softball**    **Football**

### **SECTION XII: Technology**

**Collegeboard.com:** Interactive study tools for the SAT developed in partnership with Khan Academy are available at [www.collegereadiness.collegeboard.org](http://www.collegereadiness.collegeboard.org) or <https://www.khanacademy.org/SAT>. Students can answer sample questions and take practice tests to become familiar with the redesigned assessments.

**Computer Access:** Rahway High School has two computer labs that students may access during lunch, study center, or after school. The labs are located in *Room 200 (2nd floor)* and in the *Academic Success Center/Library (3rd floor)*. Students must have a pass to enter. Our media specialist in the ASC provides students access to valuable resources such as Ebooks, EBSCOhost, the Purdue Online Writing Lab (OWL), NJSLA/PARCC practice tests, and college and career resources.

**Edgenuity:** Edgenuity is an online program aligned to New Jersey educational standards that helps to meet the individual needs of students. *Courseware* is a program used in our guidance office that encompasses a variety of elements across the curriculum, such as obtaining credit recovery, original credit, and college and career readiness.

**Google Classroom:** Students have access to an email provided through the school. Some teachers will assign a class to Google Classroom, which allows the student to access assignments and educational links used in class.

**Google Drive:** Google Drive is a file storage and synchronization service that provides students with school email. Google Drive is used to create documents that are utilized for

essays, assignments, and presentations. RHS email example: kjones21@rahway.net.

**Khan Academy:** Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empowers learners to study at their own pace in and outside the classroom. Khan Academy assists with math, science, computer programming, history, art history, economics, and more. Following the prompts, the student can give Khan Academy access to previously taken PSATs and SATs. The program is designed to assist the student with skills to increase scores. Students can log on to create their own username and

password: <https://www.khanacademy.org/SAT>.

**Mathspace:** Mathspace is an adaptive math program that is used throughout RHS mathematics classes. Mathspace allows students to receive feedback at every step of a math problem, with handwriting recognition for mobile devices. Mathspace focuses on the process of solving a math problem.

**Naviance:** Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals. It also features a college search engine. Students receive training on using Naviance through their respective guidance counselors.

**Genesis:** Students and parents can access grades at any time. The guidance counselor will provide access information. The link to Genesis is on the district website ([www.Rahway.net](http://www.Rahway.net)).

**Teacher Tutoring Hours:** Teachers are available before and/or after school hours. Each teacher will provide his/her students with help times in class. It is the student's responsibility to make appointments with teachers for academic assistance.

**Standardized Testing Websites and Apps:** Each test, whether the ASVAB, ACT, SAT, or Accuplacer, has a webpage and app that students can download on their mobile device. Students can also sign up for practice questions to be delivered via email and/or text.

## **SECTION XIII: FERPA**

### **NOTIFICATION OF RIGHTS ELEMENTARY AND SECONDARY (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

**A.** The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit a written request to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent

or eligible student of the time and place where the records may be inspected.

**B.** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They Should write to the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the

parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**C.** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

**D.** The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

(NOTE: In addition, an institution may want to include its directory information public notice, as required by #99.37 of the regulations, with its annual notification of rights under FERPA.)

**NOTIFICATION REGARDING MILITARY RECRUITER/ INSTITUTE OF HIGHER EDUCATION**  
**(IHE) NOTIFICATION**

Under Section 8528 of the Elementary and Secondary Education Act (ESEA), each local educational agency (LEA) [Rahway High School in this case] that receives funds under the ESEA is required to:

- Comply with a request by a military recruiter or an IHE [Institution of Higher Education] for access to the name, address, and telephone listing of each secondary school student served by the LEA, unless the parent of such student (or the student if he/she has attained 18 years of age) has submitted a written request to opt out of the disclosure of such information, in which case the information may not be

released without the parent's (or student's) prior written consent.

- Notify parents of the students served by the LEA or the student (if he/she has attained the age of 18 years of age) of the opportunity to submit a written request to opt out of the disclosure of the student's name, address, and telephone listing, unless
- prior written consent has been provided; and
- Provide military recruiters the same access to secondary school students as is provided generally to IHEs or prospective employers of those students. \* Excerpted from the November 1, 2016, US Department of Education memo regarding FERPA directory notification and the military recruiter/IHE notification. For more information, please visit:
- <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## **Section XIV: Frequently Asked Questions**

### **Frequently Asked Questions**

#### **Q. I need help. What are the offices available to me?**

The attendance/Vice Principal's Office (across from the cafeteria) and the Nurse's Office (in the gym hallway) are on the first floor. The Main Office, Principal's Office, Vice Principals' Offices, and the School Counseling Office are all located in the main hallway on the second floor. The Child Study Team Office is located in Room 221 A. The Student Assistance Counselor's Office is Room 214-A. The school psychologist's office is located in Room 221-A. The Athletic Office is located at Veterans Field on Central Avenue. The Alternative Center for Education (ACE) is located at 232-A Central Avenue. Q.

#### **Q. What types of counseling services does RHS offer?**

A. Please go to **School Counseling Services** for detailed information on the types of counseling services offered at RHS. If you are concerned about your personal mental or physical health or about a peer or friend, please speak to a trusted adult so that we can help with the concern.

#### **Q. How can I help keep myself and others safe at school?**

A. The best way to keep safe in school is to follow the "if you see something, say something" rule. Seek the help of a school adult if you have concerns about a possible conflict or threat concerning yourself or others. Follow the school rules at all times. Take fire and safety drills seriously. Never let anyone into the school, even if you know the person. All students who enter the school after 8:00 a.m. must enter through the door by the security desk. All visitors must sign in at the security desk and be escorted to their appointment by a school safety officer.

**Q. How do I contact my teachers for extra help?**

**A.** Each of your teachers will provide you with contact information and teacher help hours via your respective Google Classrooms. Communicate with your teacher on a regular basis, especially if you are struggling with the content. Take advantage of free tutoring sessions as they are offered throughout the school year. See your Guidance Counselor for more information.

**Q. How can I see my schedule and check my grades?**

**A.** You may access your schedule and grades, see teacher commentary, and view the list of class assignments on Genesis Each student and parent has a personalized username and password.

**Q. How do I get my Student ID Card? What if I lose it? Why do I need it? A.** Your Student Identification (I.D.) card is required to be worn at RHS at all times. These are printed in the Security Office, which is located across from the cafeteria. You need to have your ID with you for your breakfast and/or lunch and for entry to certain school functions. IDs are important to carry for safety reasons. Please be reminded that you are to show your ID to any staff member if requested to do so. There are consequences for students who do not comply with the ID requirement. 1st offense - Conference and call to parent; 2nd offense- Administrative detention; 3rd offense - Out-of-school suspension.

**Q. Why do I have a school email account?**

**A.** All students are issued an email account. This allows students to safely and effectively communicate with district staff and classmates. Your RHS email account is to be used for educational purposes only. Email transmissions are monitored by the district to ensure appropriate use. All emails and their contents are the property of the district. Email should only be used by the authorized account owner. Students should protect their passwords at all times. Any suspected breach should be reported immediately.

**Q. How do I obtain a locker?**

**A.** Each student is provided a locker, which is available for use as long as the student is enrolled in RHS. Freshmen and new students are provided a locker at orientation prior to the start of each school year. Transfer students are provided this upon enrollment. You will receive a card with the locker combination printed on it. Do not share your combination or locker with others. Students are responsible for securing all school materials and personal possessions in a personal backpack that will be carried throughout their school day. RHS is not responsible for lost or stolen items. Please do not bring valuable possessions to school.

**Q. How can my parents notify the school of my absence?**

**A.** Call the RHS Attendance Office at 732-396-1080 or 732-396-1081 to leave a message or to speak to a secretary. All students must return from every absence with the Student Absence Form. Return to school with the form found at this link:

[w Student Absence Form - 8.13.24.docx](#)

**Q. I was absent from school. Can I make up for the work that I missed? A.** Yes, students are allowed to make up missed class and homework assignments for excused absences. Students are allotted one day per excused absence to make up for missed work. It is the student's responsibility to request missed assignments. Please note that students who miss

class(es) due to co or extra-curricular events such as athletic competitions or field trips are responsible for asking for assignments prior to the event and must present the work and/or complete tests or quizzes on the day of return to school.

**Q. What if I am absent from class?**

A. If you are absent from a class, your teacher will investigate why you are absent. If

necessary, the teacher will submit a cut slip. Please see the section for Attendance, Absences, and Excuses for specific details. Students may lose credit for the school year due to excessive absences and cuts. You may not make up any work, including taking a quiz or exam if you cut class.

**Q. How do I obtain an attendance appeal form?**

A. If you receive a letter concerning attendance and need to file an appeal, you must go to the Attendance Office to request one. A committee will review your absences and determine whether or not credit for the year is to be restored. Please note that class cuts **may not** be appealed.

**Q. How do I pay for my school meals online?**

A. Click [here](#) to pay for meals online.

**Q. What are some examples of academic dishonesty?**

A. Cheating is fabricating written assignments, receiving or giving help to another student without permission from the teacher on tests, quizzes, assignments, or exams, and/or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations. Double assignments are also a form of cheating. This is using the same assignment for more than one course without prior approval from all teachers.

Colluding allows one's work to be copied or submitted by another student. This applies to individual and group work, where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.

Plagiarizing is the act of presenting the ideas or works of another person as your own, such as ideas, phrases, music, diagrams, graphs, music, maps, etc. All borrowed, quoted, or paraphrased works must be properly cited. Academic integrity is expected from all students. Students who elect to violate this will lose credit for the assignment for the first offense and will lose credit for the class on the second offense. This policy is outlined in the Student Code of Conduct.

**Q. What is digital citizenship?**

A. Digital citizenship means that you use technology in a safe, responsible, and legal manner. Students who do not practice digital citizenship are in violation of the Student Code of Conduct and may receive consequences, including suspension of access and/or revocation of privileges on the district's system and/or other disciplinary action.

**Q. How can I get involved in a club?**

A.RHS offers a variety of **Extra/Co-curricular Activities**. Students have the opportunity to sign up for extra-curricular activities on our annual Club Day. New students may also join once enrolled in the school. You must meet academic requirements to be eligible to participate in co-curricular activities. Some co-curricular activities also require course enrollment.

**Q. Where are the lavatories located?**

A. Student lavatories are located on the first and second floors. Boys' lavatories are located near the cafeteria on the first floor and across from Room 207. Girls' lavatories are located across from the cafeteria on the first floor and across from Room 218. Gender-neutral lavatories are located outside Room 328 and inside the Nurse's Office. Please be reminded that, for the health and safety of all, lavatories must be kept clean.

**Q. Where can I get my working papers?**

A. You can acquire Working papers in school. At the time of processing: All sections of the form must be completed. You must have a promise of employment, be physically qualified by a physician, and present proof of birth date prior to requesting working papers.

**SECTION XV: Alma Mater**

**ALMA MATER**

*Our glorious colors, red and black*

*Float proudly to the sky,*

*We'll honor thee where'er we go,*

*And hold thy banner high.*

*We'll sing to thee, dear Alma Mater*

*Of love that shall never die,*

*We'll strive for thy glory eternal,*

*Keep thy stainless banner high,*

*Inspiring each son and each daughter,*

*The noblest aims to try,*

*All thy fame and thy spirit,*

*Thy might are ours,*

*As the swift years hurry by.*

# Rahway Public Schools Parents' Guide to Addressing Concerns



## **ADDRESSING CONCERNS**

The Rahway Public Schools district is committed to addressing concerns and questions promptly and efficiently. Similar to any organization, our school district has a "chain of command" that outlines communication and authority levels. The purpose of the chart below is to guide community members to the appropriate staff member who can best resolve their concerns or questions. If the issue isn't resolved at the first level, the chart will direct you to the next appropriate contact.

## **WHERE DO I BEGIN THE PROCESS IF I HAVE A CONCERN?**

Most questions and concerns can be addressed quickly and easily by talking directly to the staff member involved with the issue. Whether it's a teacher, coach, or cafeteria worker, speaking to them in person or over the phone is often better than emailing. This allows for clear two-way communication and reduces the chance of misunderstandings.

## **WHY SHOULD I NOT BRING MY CONCERNS DIRECTLY TO MEMBERS OF THE SCHOOL BOARD?**

The School Board does not operate the district on a day-to-day basis; that is the role of the Superintendent, who serves as the district's chief officer. The School Board's primary function is to establish district policies, goals, and objectives while holding the Superintendent accountable for their implementation. Consequently, neither the Board of Education nor its members are equipped to address specific student concerns.

All New Jersey School Board members adhere to an ethics pledge that includes a provision requiring them to refer complaints to the chief administrative officer. Complaints will only be addressed at public meetings if administrative solutions prove unsuccessful.

Due to student and parent privacy laws, School Board members often lack access to information about individual students. Sharing confidential information about a student (even your own child) with a Board member can create a conflict of interest, as the Board sometimes acts as a "court of appeals." Board members with knowledge obtained outside of a formal hearing may be required to abstain from discussions or votes on related matters.

It's crucial to remember that School Board members have no individual legal authority. Their power lies exclusively in collective decisions made during official Board meetings.

## **PROGRESSION FOR ADDRESSING CONCERNS**

The guide outlining the steps to take when addressing concerns is included below. Remember, every situation is unique.

Concern Area	First Contact	Second Contact	Third Contact	Fourth Contact	Fifth Contact
Athletics	Coach	Principal	Athletic Director	Superintendent	
Board Agendas	Business Office Secretary	Business Administrator / Board Secretary	Superintendent		
Board Policies	Business Office Secretary	Business Administrator / Board Secretary	Superintendent		
Cafeteria / Food Service	Vice Principal or Principal	Business Administrator / Board Secretary	Superintendent		
Clubs / Activities	Advisor	Vice Principal	Principal	Superintendent	
Counseling	Counselor	Vice Principal	Principal	Director of Student Services	Superintendent
Curriculum	Principal	Program Supervisor	Director of Curriculum & Instruction	Superintendent	
Custodial / Cleaning	Principal	Custodial Manager	Manager of Buildings & Grounds	Superintendent	
District Budget	Business Office Secretary	Business Administrator / Board Secretary	Superintendent		
Drop Off / Pick Up	Teacher	School Secretary	Vice Principal	Principal	
Health Service	School Nurse	Vice Principal	Principal	Director of Student Services	Superintendent
Genesis (Change of	School				

Address, Transcript)	Secretary				
Personalized Concerns	The person with whom you have the concern	Principal	Superintendent		
Registration	Registrar	*Once a student is assigned to a school, the school secretary becomes the main point of contact (ex. Updating contact information, address changes, moving out of Rahway).			
Special Education / IEP / 504	Teacher	Case Manager	Program Supervisor of Special Education	Director of Student Services	Superintendent
Student Behavior & Discipline <i>*Authority for most discipline lies with the building principal. With the exception of expulsion or a long-term suspension, there is no appeal process for discipline.</i>	Educator or Employee who took disciplinary action	School Counselor	Vice Principal	Principal	Superintendent
Teacher / Grades	Teacher	Principal	Program Supervisor	Director of Curriculum & Instruction	Superintendent
Technology	Teacher	Vice Principal	Principal	District Manager of Technology	Superintendent
Testing	Building Test Coordinator / Vice Principal	Principal	District Test Coordinator	Superintendent	
Transportation	Transportation Specialist	Business Administrator / Board Secretary			

Please click [here](#) for a list of Rahway Public School emails and phone extensions.